

INSTRUCTIONS

Read all forms and instructions before starting. Fill out forms by printing in blue ink or typing. Do not fill in un-numbered blanks on forms.

Notaries: Some forms must be signed in front of a notary. Notaries are at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.

Filing Forms with the Court: Take or mail forms to be filed to the Clerk of Superior Court, 200 N. San Francisco St., Flagstaff, AZ 86001. Submit the original, one copy for yourself, and one copy for each person you must give a copy to, if any. The Clerk will stamp your copies with the filing date and return them to you. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the copies.

Filing Fee: To find the fee to file court papers, see the Self-Help Center packet *Superior Court Filing Fees* or call the Clerk's Office at 928-779-6535. The Clerk's Office accepts only cash, money orders, and cashier's checks payable to "Clerk of Superior Court". If you can't afford the fee, see the Self-Help Center packet *Filing Fee Deferral at the Start of Your Case*.

STEP 1: FILL OUT THE DOMESTIC RELATIONS COVER SHEET

You are the Petitioner. The other party is the Respondent. Enter the information you know.

STEP 2: FILL OUT THE VOLUNTARY REQUEST FOR ORDER OF PATERNITY

- (1) Enter your name; street address; city, state, and zip code; and phone number.
- (2) Enter your name. Check the box indicating whether you are the mother or father. Enter your maiden name if applicable, birthdate, and place of birth.
- (3) Enter the other parent's name. Check the box indicating whether the other parent is the mother or father. Enter the other parent's maiden name if applicable, birthdate, and place of birth.
- (4) Enter the full name, birthdate, and place of birth of each child for whom you want to establish paternity.
- (5) If you have an affidavit from a certified laboratory indicating that genetic testing has not excluded the father as the children's natural father, you may attach it to your request. If you are attaching genetic test results, check the box.
- (6) If you are not attaching genetic test results, check the box.
- (7) If you want to change the name of any child listed in Blank 4, enter that child's current name and new name.
- (8) Read the Important Notice and make sure you understand it.
- (9) Read the Request and make sure that you understand everything in it and that everything in it is true. Sign in front of a notary. Have the other party sign in front of a notary.

STEP 3: FILL OUT THE ORDER OF PATERNITY

- (1) Enter your name; street address; city, state, and zip code; and phone number.

- (2) Enter your name. Check the box indicating whether you are the mother or father. Enter your maiden name if applicable, social security number, birthdate, and place of birth.
- (3) Enter the other parent's name. Check the box indicating whether the other parent is the mother or father. Enter the other parent's maiden name if applicable, social security number, birthdate, and place of birth.
- (4) Enter the full name, birthdate, and place of birth of each child for whom you want to establish paternity.
- (5) If you want to change the name of any child listed in Blank 4, enter that child's current name and new name.

STEP 4: FILE THE FOLLOWING WITH THE COURT

- ☐ Civil Cover Sheet, Request, and Order
- ☐ Voluntary Request for Order of Paternity, with the following attached if applicable:
 - ☐ genetic test results
- ☐ Order of Paternity

There is a fee to file the request.

STEP 5: THE COURT WILL MAIL YOU THE SIGNED ORDER

For children born in Arizona, the Clerk will also mail a copy of the signed Order to the Office of Vital Records, Department of Health Services. Vital Records will update the birth certificates.

STEP 6: [OPTIONAL] GET A COPY OF THE NEW BIRTH CERTIFICATE

Ask the Office of Vital Records for a copy of the new birth certificate. You will need to pay a fee and show identification. The Office of Vital Records's phone number is 602-364-1300. Their address is 1818 W. Adams, Phoenix, AZ 85007. You may also obtain official vital records on the internet at www.vitalchek.com.